



## TOWN of DRAYTON VALLEY LIBRARY BOARD MEETING MINUTES

The minutes of the Drayton Valley Municipal Library Board regular meeting held  
September 22, 2022 in the Civic Centre Meeting Room

**PRESENT** Trustees: Lyn Cowper-Smith (Chair), Donna Gawalko, Pat Adamson, Rose Mayan, Susan Schwindt, Randy Swap, Karen Hickerty, Sandra Blades.  
Colleen Schoeninger (enters late)

**Administration:** Doug Whistance-Smith (Director)

**ABSENT** Rick Evans (regrets)

**GUESTS** None

### CALL TO ORDER

Chair **Lyn Cowper-Smith** called the meeting to order at 1:14 pm.

**Quorum Declared**

### 1. ADOPTION OF AGENDA

*Additions/ Deletions/ Amendments:* None

**MOTION 2022-060** **Karen Hickerty** moved to approve the agenda as presented. **CARRIED**

### 2. ADOPTION OF MINUTES

*Additions/ Deletions/ Amendments:* None

**MOTION 2022-061** **Randy Swap** moved to adopt **August 18, 2022** minutes as presented. **CARRIED**

### 3. OLD BUSINESS

a) **Staffing, Payroll & Budget:** There have been significant changes to staffing since the 2023 budget was reviewed and approved by the Board in August. That budget has since been forwarded to Councils with request for appropriation approval for 2023.

The Director reviewed the Wage Grid to accommodate the changes in personnel, including the recent advancement of a Service Specialist to the position of Operations Manager. The Director recommends excluding the Manager salary from 1.5% COLA for 2023. The adjusted payroll and operations budget to remain within \$100 of the original appropriation request from municipalities.

**MOTION 2022-062** **Rosemarie Mayan** moved to approve the modified Appendix 3-B Wage Grid and the 2023 budget adjustment as presented.  
**Sandra Blades** seconded the motion. **CARRIED**

b) **Policy & Bylaw:** The Director returned policy manuals to trustees. The manual review should be conducted at least once every two years to identify and correct issues.

The Board reviewed the edit to the Bylaw section regarding code of conduct, paragraph 2.3.2 and newly added amendment to Schedule E regarding equipment rental for off-lease lending (remove PS4 system and add Wi-Fi Hub).

**MOTION 2022-063** **Randy Swap** moved to approve second-reading of the bylaw amendment to code of conduct section 2.3 and Schedule E as presented.  
**Rosemarie Mayan** seconded the motion. **CARRIED**

#### 4. NEW BUSINESS

- a) **Library History:** The Library's history posted on the website was last updated in 2017. The Director reviewed the historical summary, revising some entries and adding other significant information in preparation for the 65<sup>th</sup> Anniversary. The Board was asked to review the updated document for completeness before posting on the library website.

**MOTION 2022-064** *Donna Gawalko* moved to adopt the updated history for post on the library website as presented. **CARRIED**

- b) **AOM & Executive Elections:** The Board was reminded of the upcoming election of Executive officers. All members at large are eligible for election to Executive positions. Current Executive were asked to state their intent to step down or seek re-election.

*Pat Adamson* stated her intent to step back from the Treasurer position.

*Donna Gawalko* expressed her willingness to stand for re-election.

*Lyn Cowper-Smith* expressed her willingness to stand for re-election, pending re-appointment by Town Council to the Board.

*Action Item: With at least one projected vacancy on the Executive, Board members-at-large were asked to consider volunteering for nomination at the November AOM.*

- c) **Regional Conference:** The Fall regional libraries conference is entirely on-line again this year and is free to register. Information on sessions and registration was sent by email to all staff and trustees. Those who register can view the sessions after-the-fact; those who don't register may not be able to access the session videos.
- d) **Brazeau County-Library Board MOA Renewal 2023:** Brazeau has reviewed and approved the 2023 status quo budget. Brazeau has included an appropriation request for **\$194,470** in the 2023 MOA (Memorandum of Agreement). A draft of this MOA document requires approval and signature.

*Discussion.*

**MOTION 2022-065** *Karen Hickerty* moved to approve the 2023 Memorandum of Agreement with Brazeau County as presented in the draft document.

*Randy Swap* seconded the motion.

**CARRIED**

#### 5. REPORTS

##### a) Committee Reports

- i. **Finance:** the August comparative income report was forwarded to the Board ahead of the meeting. Revenues and expenses are within expectations for this time of year. Payroll is under budget due to personnel changes.

**1:40 pm Colleen Schoeninger enters meeting.**

The CSJ Grant final report has been submitted and approved for \$2250 (slightly higher than budgeted); The FCSS Grant final report has also been submitted (the \$4000 grant was paid in early 2022). The AB Gov't grant payout is expected before the end of October; and Q4 appropriations from Town and County are expected within days.

*Account Balances as of Friday, September 16, 2022 (\$178,925)*

*Chq (\$34,151), Sav. (\$48,823), Ops Res. (\$83,207), Cap Res. (\$12,728)*

- ii. **Advocacy:** The Library's 65<sup>th</sup> Anniversary event is planned for Saturday, September 24 to wrap up AB Culture Days. All Board members are encouraged to

show support for the work done by Planning Committee members (Donna, Sandra and Susan) by attending the Saturday Anniversary cake cutting between 12-2 pm.

- iii. **Personnel:** The Director's performance evaluation is due to be completed by November 2022. **Lyndara Cowper-Smith** reminded the Board to print and complete the Director's performance evaluation Form 3.1.3.5 (copy included in policy manuals). Personnel committee members include Lyn, Susan and Karen for receiving and reviewing feedback on Director's performance.

**Action Item:** The Director will send a copy of Form 3.1.3.5 to all trustees by email.

Trustees are asked to complete and submit forms to the Personnel Committee Chair, Lyndara, no later than **October 14**.

The Committee meet to review feedback on **October 18**.

- b) **Manager's Report:** **Rebecca Wepryk** was introduced early in the meeting but left to assist at the desk due to staff shortage.
- c) **Director's Report:** **Douglas Whistance-Smith** reported that three Student Page staff have been hired. An ad for a Service Specialist appeared in the Sept 22 DVFP.

**Action Item:** The posting needs to be amended to specify the position is one-year term maternity leave coverage. Re-post corrected version on website, social media and newspaper (Sept 29 and Oct 6).

The August statistical report was reviewed.

The Director reported that there was third-party interest in purchasing old shelving, equipment and books. The Director provided listed items-of-interest with suggested unit prices but has not since heard back from the party located in Hinton.

**Action Item:** The Director will contact the interested party and suggest that the Board is willing to consider any reasonable offers or negotiated pricing.

- d) **Trustee Reports:** **Susan Schwindt** mentioned a program aired on TV recently re "Banned Book Clubs" in the US. Interesting idea for consideration locally.
- e) **Council Reports:** Town Council RFD (Request for Decision) documents are required for 2023 budget approval and pending trustee appointments for Lyndara Cowper-Smith, Sandra Blades and Karen Hickerty. Appointments must be confirmed by Council prior to Executive elections.

**MOTION 2022-066** **Donna Gawalko** moved to accept reports as information. **CARRIED**

## 6. CORRESPONDENCES August 12- Sept 21, 2022

### Incoming Information Items:

- **September 12:** Amir Hassan asks about cost estimate to purchase (by donation) old shelving, furniture, equipment and ~3000 Fiction & Non-Fiction books sitting in storage. Estimated value per unit provided on Sept 13. Decision pending.

### Action / Decision Items:

- **September 8:** Lee Chambers, Director of Community Services, 2023 Funding Agreement (MOA) between Brazeau County and Library Board.

### Outgoing Items:

- **August 5:** Programmer emails MP Gerald Soroka to invite to attend Sept 24<sup>th</sup> event celebrating the Library's 65<sup>th</sup> anniversary. Mr. Soroka accepts invitation on Aug 8.
- **August 19:** Treasurer Pat Adamson to Town CAO, Robert Osmond, with 2023 budget appropriation request for **\$291,696**.

- **August 19:** Treasurer Pat Adamson to County CAO, Shawn McKerry, with 2023 budget appropriation request for **\$194,464**.
- **August 23:** Director to Town Council supporting application of trustee Lyn Cowper-Smith seeking reappointment to the Board for sixth 3-year term 2022-25.
- **August 23:** Director to Town Council supporting application of trustee Sandra Blades seeking reappointment to the Board for second 3-year term 2022-25.
- **August 23:** Director to Town Council supporting application of trustee Karen Hickerty seeking reappointment to the Board for second 3-year term 2022-25.
- **August 26:** Director to MLA Mark Smith, Mayor Nancy Dodds and Town Council, Reeve Bart Guyon and County Council, YRL Director Karla Palichuk and YRL Board with invitation to attend Sept 24<sup>th</sup> event celebrating the Library's 65<sup>th</sup> anniversary.

**MOTION 2022-067** *Rosemarie Mayan* moved to accept correspondence items. **CARRIED**

**NEXT MEETING:** Thursday, **October 20 @ 1:15 pm**

**MOTION 2022-068** *Donna Gawalko* moved to adjourn meeting at **2:15 pm**. **CARRIED**

The above minutes were reviewed and approved by the Library Board as an accurate record of meeting proceedings.

*Lyndara Cowper-Smith*

Board Chair

*Douglas Whistance-Smith*

Library Director